



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Absence of Governor Records

CUTOFF:EOCY

DESCRIPTION: Notification of the absence of the governor from the state or country, under Article IV, Section 11(a) of the Missouri Constitution. Notification is required only when the governor is effectively absent and relinquishes power to the lieutenant governor. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1037

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Administrative Hearing Commission Rules of Procedure

CUTOFF:EOCY

DESCRIPTION: Rules of procedure adopted by the Administrative Hearing Commission. The rules are required to be filed with the Secretary of State per 621.198 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24028

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Bank Interpretive Letters and Statements of No Action

CUTOFF:When superseded or outdated

DESCRIPTION: Interpretive letters and statements of no action regarding specific powers found in 362.106(4) RSMo. that allow Missouri banks to conduct any activity that national banks are expressly authorized by federal law to conduct if standards are met.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Letters and statements shall be published on the Division of Finance public internet website, and filed with the Office of the Secretary of State for ten days prior to effectiveness per 362.106(5) RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24025

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Bonds of County Officials

CUTOFF: When superseded or outdated

DESCRIPTION: Bonds issued to guarantee the performance of a public official who may be responsible for overseeing public funds. Bonds for county officials are to be filed with the Secretary of State.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24027

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Bylaws

CUTOFF: EOCY

DESCRIPTION: Bylaws of state commissions required to be filed with the secretary of state.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24023

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Certificates of Election

CUTOFF: EOCY

DESCRIPTION: Certificates of Election include, but are not limited to, certificates issued for special elections by the Secretary of State, Judicial Commissions, and County Officers Elect (forms) certified by the county clerk. Records include, but are not limited to Certificates of Election. Records are created per 115.523 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See Series #24520 for copies of the commissions.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1052

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Certification, Authentication and Apostilles Records

CUTOFF: End of calendar year

DESCRIPTION: Records include, but are not limited to requests and payment information, correspondence, and copies of documents provided to obtain certification, authentication or an apostille.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Certifications and authentications confirm the authority of a public official to act in a particular capacity in connection with a document they have signed. Apostilles are for documents sent to countries who are members of the 1961 Hague Convention.

DISPOSITION ACTION: Destroy

SERIES: 24034

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Certified Copies of County Constitutions

CUTOFF: End of Calendar Year

DESCRIPTION: Records include certified copies of county constitutions. Each county is to deposit a certified copy with the Office of the Secretary of State per Article VI, section 18(r) of the Missouri Constitution. Records created pursuant to 66.707 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24016

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: City and County Charters

CUTOFF: EOY

DESCRIPTION: City and county charters recording changes and amendments made through local election results. These charters are sent to the Office of the Secretary of State per Article VI, Sections 18(j),18(r) and 19 of the Missouri State Constitution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1038

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Commission Certificates - Agency Copy

CUTOFF: End of Calendar Year

DESCRIPTION: Copies of the commissions issued to elected or appointed individuals.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Original commission issued to the individual.

DISPOSITION ACTION: Destroy

SERIES: 24520

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Commission on Retirement, Removal and Discipline Orders of Judges

CUTOFF: End of calendar year

DESCRIPTION: Final Orders of the Missouri Supreme Court affecting the tenure or compensation of judges. Filed with the Office of the Secretary of State per Supreme Court Rule 12.23.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24053

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Cooperative Contracts

CUTOFF: When superseded or outdated

DESCRIPTION: Records include, but are not limited to copies of cooperative and contractual agreements and Memoranda of Understanding or Agreement entered into by state agencies and political subdivisions. Copies are to be filed with the secretary of state per 67.390 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1040

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: County Collector Bond Records

CUTOFF: When superseded or outdated

DESCRIPTION: Records include collector's bonds and certificates that have been inspected by the Director of Revenue and filed with the Secretary of State. No tax books or lists shall be placed in the hands of the county collector until he or she receives a certificate of the Secretary of State showing that the collector's bond has been received and filed per 52.040 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24019

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: County Convention and Sports Facilities Authority Orders

CUTOFF: EOY

DESCRIPTION: Records include certified copies of orders from the county governing body authorizing the creation of a County Convention and Sports Facilities Authority. Certified copies are to be filed in the Office of the Secretary of State per 67.1150 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24047

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Deeds and Easements for Public Lands

CUTOFF: End of calendar year

DESCRIPTION: Records include abstracts of title, annexations, cessations, declarations of trust, leases, option contracts, quitclaims, warranty deeds, rights of way, easements and vacancies that involve public lands of Missouri. Per 28.110 RSMo., the Secretary of State performs all duties required by law on behalf of the state with respect to the registration of lands.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24031

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Depository Contract Files

CUTOFF:EOCY

DESCRIPTION: Contracts between the Treasurer's Office and institutions into which state money is deposited. A copy of the contract is to be filed with the Office of the Secretary of State upon its execution per 30.250(2) RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1036

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Domestic and Foreign Extradition Files

CUTOFF:EOCY

DESCRIPTION: Petitions for the issuance of requests per 548.051(1) RSMo. for the return of fugitives who fled outside the jurisdiction of the state of Missouri, or requests by other states for the extradition of individuals in Missouri per 548.051(2) RSMo. Records may include, but are not limited to applications or petitions for requisition with copies of indictments, affidavits, opinions of attorney generals as to whether the request has the required legal elements, copies of the warrant of arrest which are signed by the governor and attested to by the secretary of state. Kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1051

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Executive Orders

CUTOFF:EOCY

DESCRIPTION: Executive orders relating to the constitutional and statutory powers of the governor as chief executive and commander-in-chief of the military forces of the state of Missouri. Executive orders filed with the secretary of state pursuant to Sections 536.015 to 536.043 RSMo. Records are to be retained permanently per 536.035 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1041

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Governor's Appointment and Commission Records

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to letters from the governor advising the secretary of state that certain appointments by the governor to state agencies, boards, committees, commissions, and county positions have been made, certificates, oaths of office, and correspondence. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1048

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Historic Preservation Certificates

CUTOFF:End of calendar year

DESCRIPTION: Certificates generated by the Department of Natural Resources' Historic Preservation Office in recognition of Missouri property having been placed on the National Register of Historic Places. The certificates are signed by the governor, the secretary of state, and the state historic preservation officer. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24041

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Indexed Abstracts of Liens

CUTOFF:End of calendar year

DESCRIPTION: Indexed abstracts of all accounts and liens received by the Secretary of State. Records include the names of all parties claiming liens, the amount claimed by each, the railroad to which the same applies, the date of filing and date of discharge. Records kept per 429.470 and 429.480 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24051

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Interstate Compacts and Agreements

CUTOFF: End of calendar year

DESCRIPTION: Agreements and compacts between and among the State of Missouri and at least one other state or territory. Records include, but are not limited to correspondence and annual reports.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: The General Assembly authorizes the governor to enter into compacts through legislation. Interstate compacts must receive the approval of the Congress of the United States per Article I, Section 10 of the Federal Constitution.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24033

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Judicial Election Certification

CUTOFF: End of calendar year

DESCRIPTION: Records include certification of election results in the judicial branch and related correspondence. Records are filed with the secretary of state per Supreme Court Rule 10.14.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24050

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Military Service Award Records

CUTOFF: End of calendar year

DESCRIPTION: Records include, but are not limited to meritorious service medals, conspicuous service medals, legion of merit medals, certificates of appreciation and promotions. Meritorious service medals are awarded per 41.560, and conspicuous service medals per 41.570 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24045

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Miscellaneous File

CUTOFF:EOCY

DESCRIPTION: Contains warranty deeds, land leases, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1058

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Non-Gubernatorial Appointments and Commissions

CUTOFF:End of calendar year

DESCRIPTION: Appointments and commissions made by those other than the governor that do not fall under another record series. Records include, but are not limited to certificates of appointments, commissions and related correspondence. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24043

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Notary Public Commission Files - Denied

CUTOFF:Rejection of applicant

DESCRIPTION: Records of individuals whose applications to become a notary public were rejected. Records include, but are not limited to the application and other related correspondence.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES: The secretary of state may prohibit, for a period not less than thirty days and not more than one year, a new applicant or renewal from reapplying for an appointment and commission as a notary public following the rejection of such applicant's application by the secretary of state per 486.225 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24012

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Notary Public Commission Files - Failure to Appear and Qualify

CUTOFF: Failure to qualify

DESCRIPTION: Records of individuals who have passed the notaries public exam but failed to submit an executed bond, take the oath of office, or submit a handwritten specimen of the applicant's official signature. Documents include, but are not limited to the commission returned by the county clerk to the secretary of state, notifying the failure, cancellation of the commission and related correspondence.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: The secretary of state may prohibit, for a period not less than thirty days and not more than one year, such person from reapplying for an appointment and commission as a notary public following the failure to appear and qualify within ninety days after the commission is issued per 486.240 RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24013

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Notary Public Commission Files - Revoked

CUTOFF: End of calendar year in which commission revoked

DESCRIPTION: Records of individuals whose commission as notary public has been revoked. Records include, but are not limited to the notice as to why the commission is being revoked, revocation hearing recordings or transcriptions, evidence, and voluntary agreement of surrender of the commission. Records created per 15 CSR 30-100.020 to 15 CSR 30-100.070.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Notary publics who have received a final adjudication revoking their commission are entitled to judicial review as provided in 536.100? to 536.140 RSMo.

DISPOSITION ACTION: Permanent

SERIES: 24011

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Notary Public Files - Commissioned

CUTOFF: End of calendar year in which commission cancelled

DESCRIPTION: Files pertaining to individuals who have been appointed and commissioned as notaries public by the Office of the Secretary of State per 486.230 RSMo. Records include, but are not limited to applications, oaths of office, official signatures, cancelled notary commissions, correction forms, and other related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1060

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Oaths of Office - Elected Officials

CUTOFF:EOCY

DESCRIPTION: Oaths of Elected Officials, required by the Missouri Constitution Article IV, Section 5, may be filed with the Office of the Secretary of State.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Not all elected officials are required to subscribe to a written oath.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24512

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Oaths of Office and Certificates of Election - General Assembly

CUTOFF:EOCY

DESCRIPTION: Oaths of general assembly members required by the Missouri Constitution Article III, Section 15, to take an oath to uphold the Constitution of the United States, to abide by the laws of the State of Missouri and to uphold the standards to which they were elected. Certificates of Election for General Assembly Members are also included in this series.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1055

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Offender Restoration of Citizenship Records

CUTOFF:EOCY

DESCRIPTION: Each restoration file may include, but is not limited to an application, petitions, correspondence evaluating the applicant's character and health, and recommendations of the Prison Board and other pertinent agencies. Notice of the Governor's action is included in the form of a letter directed to the Secretary of State. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1050

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Official Seals

CUTOFF:When superseded or outdated

DESCRIPTION: Seal of the State of Missouri and various state agencies. The state seal is to be kept by the Secretary of State for safekeeping per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Seals of the state of Missouri that are no longer in use, or are worn, are to be transferred to the Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24030

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Ordinances

CUTOFF:EOCY

DESCRIPTION: Records are statutes or regulations enacted by a city or county, and provide for various services which may include, but are not limited to police protection, fire districts, sewer districts, emergency 911 services, codes of ethics, exemptions from the penalty for selling goods on Sunday per 578.100 RSMo. or land annexations.
Notes: Counties containing all or part of a city with a population over four hundred thousand may exempt themselves from the restrictions of selling goods on Sundays through the submission of a proposition to the voters of the county through a general or special election per 578.100 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Counties containing all or part of a city with a population over four hundred thousand may exempt themselves from the restrictions of selling goods on Sundays through the submission of a proposition to the voters of the county through a general or special election per 578.100 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1046

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Pardons and Commutations of Sentence Records

CUTOFF:EOCY

DESCRIPTION: Pardons and Commutations of convicts who are in the state of Missouri correctional system. Records may include, but are not limited to letters from the governor, letters of recommendation, denial of recommendation for release, or petitions. Records are kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1049

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Personnel Advisory Board - Removal of Member Records

CUTOFF: Completion of the hearing

DESCRIPTION: Records include copies of the charges and a transcript of the record of the hearing. Records are to be filed with the secretary of state per 36.050(4) RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Appointments of all members are for terms of six years. Members of the Personnel Advisory Board may be removed by the governor for just cause only. Individuals have the opportunity for a public hearing on the charges before the governor.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24017

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Private Security Consent Records

CUTOFF: End of calendar year in which license returned to the Board of Police Commissioners of Kansas City, MO

DESCRIPTION: Written consent for jurisdiction under the courts of Missouri filed by an applicant desiring to serve or act as private security personnel in Kansas City, Missouri. The written consent is to be filed with the office of the secretary of state per 17csr 10-2.020(6).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24037

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Proclamations

CUTOFF:EOCY

DESCRIPTION: Gubernatorial decrees that are generally ceremonial in nature, primarily for days of observance or commemoration of people or events, although they can also be substantive, such as for calling special elections. Proclamations are created per Article IV, Section 9 of the Missouri State Constitution and kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1042

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Records of the Missouri Citizens Commission on Compensation for Elected Officials

CUTOFF: End of calendar year

DESCRIPTION: Records include, but are not limited to the initial schedule of compensation and appointments to the Commission. Records are filed with the secretary of state per Article XIII, Section 3, Subsections 5 and 8 of the Missouri Constitution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24038

SERIES STATUS: Approved

APPROVAL DATE: 3/6/2018

TITLE: Satisfaction of Liens Against Real Estate Records

CUTOFF: End of calendar year in which judgement is final and recorded in abstract

DESCRIPTION: Records include correspondence, liens, judgements and acknowledgments of paid satisfied liens upon any building or other improvement. Records are to be forwarded by the circuit clerk to the Secretary of State within five days of being filed per 429.470 RSMo. The satisfaction shall be certified by the clerk to the secretary of state within ten days after it has been entered upon the records in the clerks office per 429.490 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24052

SERIES STATUS: Approved

APPROVAL DATE: 3/6/2018

TITLE: Signature of Public Officials

CUTOFF:EOCY

DESCRIPTION: Manual signatures of public officials certified under oath by the Office of the Secretary of State. Once certified, a facsimile signature may be used in lieu of a manual signature per 105.274 RSMo.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: 20 year retention is for business need for certification of Apostille.

DISPOSITION ACTION: Destroy

SERIES: 1043

SERIES STATUS: Approved

APPROVAL DATE: 3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Special Census Enumerations

CUTOFF: End of calendar year in which census completed

DESCRIPTION: Records include, but are not limited to correspondence, resolutions or ordinances from the city or town requesting the census, order from the governor for the special census, appointment of the census supervisor and his or her oath, the census enumeration records and the certificate of the census results. A special census may occur after the governing body of a town or city requests the governor to order a special census per 71.160 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24036

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Special Messages from the Governor

CUTOFF: End of calendar year

DESCRIPTION: Special messages include, but are not limited to requests for the General Assembly to consider legislation that is not an appropriation bill after the sixtieth legislative day or the recommendation of an extra session. Special messages are specifically mentioned in Article III, Section 25 and Article III, Section 39, Subsection 7 of the Missouri State Constitution. Records kept per 28.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24032

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Special Session Petitions

CUTOFF: End of calendar year

DESCRIPTION: Petitions by the governor, signed by three-fourths of the members of the Senate and House of Representatives, stating why a special session has been called. The petitions are required to be filed with the secretary of state per Article III, Section 20(b) of the Missouri Constitution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24044

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Stays and Warrants of Execution Files

CUTOFF: EOCY

DESCRIPTION: Records include stays and warrants of execution signed and dated by the governor and attested to by the secretary of state. Warrants of execution end any previous stay and decree the date of execution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1057

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Surety Bond of State Officials

CUTOFF: EOCY

DESCRIPTION: Records include the original surety bonds, continuation certificates, and the power of attorney documents stating who can execute the bond. These bonds are not specifically kept in another record series. Surety bonds are to be kept by the secretary of state unless stated otherwise in statute per 28.040 RSMo. Surety bonds for the state auditor and treasurer are to be filed with the Secretary of State per 29.030 and 30.020 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: These include riders on surety bonds

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24029

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Transportation Districts - Abolishment Records

CUTOFF: EOCY

DESCRIPTION: Resolutions abolishing a transportation district and related correspondence. A copy of the resolution, under seal, is to be filed with the Secretary of State, the Director of Revenue, the Missouri Highways and Transportation Commission, and with each local transportation authority affected by the district per 238.275 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: The legal existence of the district will not cease unless copies of the resolution have been filed per 238.275(4).

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24021

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Wage Determination - Convicted Violator Records

CUTOFF:EOCY

DESCRIPTION: Lists of contractors and subcontractors who have been prosecuted and convicted for violations of sections 290.210 to 290.340 RSMo. The Department of Labor and Industrial Relations is to file the list with the secretary of state per 290.330 RSMo. and filing is considered to be the notice for all public bodies.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Contractors and subcontractors on these lists cannot contract directly or indirectly with any public body for the construction of any public works or performing any work on the same as a contractor or subcontractor for a period of one year from the date of the first conviction and for a period of three years from the date of each subsequent violation and conviction.

DISPOSITION ACTION: Destroy

SERIES: 24022

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Wage Determination Orders

CUTOFF:EOCY

DESCRIPTION: Description: Annual and General Wage Orders issued by the Division of Labor Standards, Department of Labor and Industrial Relations per 290.260 RSMo. Annual Wage Orders list the prevailing wage rate for different types of workers by locality. The Division files a certified copy of Wage Orders with the secretary of state per 290.262(2) RSMo.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: General Wage Orders contain a determination of the prevailing wage to be paid on projects of the Missouri State Highway and Transportation Commission construction projects in each county. The Annual General Wage Orders lists the minimum wage rate required for projects.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1035

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Commissions

Division: Business Services

Sub-Section:

TITLE: Workers Compensation Fund and Second Injury Fund Tax Abatement Records

CUTOFF: End of calendar year

DESCRIPTION: Records include Order for Abatement of Tax for Workers Compensation Division Fund and Second Injury Fund Forms and related correspondence. Records filed with the Secretary of State pursuant to 287.710(6) RSMo. Supp. 1986.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: 287.710(6) RSMo. Supp. 1986 has since been revised and the requirement that they be filed with the secretary of state is no longer applicable.

DISPOSITION ACTION: Destroy

SERIES: 24048

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Writs of Election

CUTOFF:EOCY

DESCRIPTION: Writs of election authorize the appropriate authorities to hold elections to fill vacancies under Article III, Section 14 of the Missouri State Constitution or to vote on constitutional amendments under Article XII, Section 2b. They are issued and signed by the governor and attested to by the secretary of state. Records may also include, but are not limited to the resignation, expulsion or notice of the death of an official; correspondence; or the revocation or withdrawal of the writ.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1044

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018